



**PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT**

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

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**BOARD OF TRUSTEES**

**SPECIAL MEETING MINUTES  
August 6, 2020 – 11:00AM**

Joe Prisco  
Chairperson

Russ Livermore  
Trustee

Jack Emerich  
2<sup>nd</sup> Vice-Chairperson

Joanne Gaughan  
1<sup>st</sup> Vice-Chairperson

Gaston Pelletier  
Secretary

Keith Rittscher  
Treasurer

Barbara Whitneck  
Assistant Treasurer

Sheryl Moore  
Assistant Secretary

Beverly Elias  
Trustee

Sheree Morris  
District Manager

Karl Bohne  
District's Attorney

**\* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.**

**\*Silence ALL cellphones during public meetings**

**NOTE: MINUTES OF BOARD MEETINGS ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD, HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.**

**"A community intended and operated for persons 55 and older**



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The meeting was called to order by Chairman Joe Prisco at 11:00 AM.  
The Pledge of Allegiance was recited.

Roll Call: Present were: Joe Prisco, Joanne Gaughan, Gaston Pelletier, Keith Rittscher, Beverly Elias, Jack Emerich, Sheryl Moore, Russ Livermore. Absent: Barbara Whitneck. Also present was District Manager Sheree Morris.

### Chairman Comments:

We will continue to meet with Zoom for now. With the limitations of 50 people, social distancing, and wearing masks, it is safer this way. Safety first.

Special Meeting is necessary to discuss Policy/Procedures along with the District Manager Job Description, and the Gate.

Special Meeting: Monday, August 17, 2020, 10:00 AM

Motion Made by Sherry Moore

Seconded by Joanne Gaughan

Trustee Comment

Public Comment

Vote                                      Yea    8                      Nay    0

Representative from US Lawns, Shane Kersten, Operations Manager, was present to make a brief presentation and answer questions regarding US Lawns Service. He stated the business is family owned, have a national ranking, and their local office is in Rockledge. They are familiar with the property, recognizing us as a unique entity. They have added extra mowers and have a foreman on premises when work is being done. Recognizing no one is perfect he acknowledged 3-5 complaints on most weeks, but many times fewer than that. He feels Josh communicates well with employees and residents of the park. This contract being offered will include cleaning the concrete ditch one time during the dry season. No grates will be cleaned/cleared by US Lawns.

### US Lawn Contract Renewal Approval

Motion Made by Keith Rittscher

Seconded by Russ Livermore

Trustee Comment

Public Comment

Vote                                      Yea    8                      Nay    0

There is a gas tank in the compound purchased in 2018 for \$1900 from Glover Oil. The contract for this tank cannot be found. This was done prior to Sheree Morris coming aboard.

Tank is 380 gal w/pump, worth approximately \$900-\$1000 according to Glover Oil. Motion to sell the tank, listing it at \$999 on Marketplace and Craigslist.



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## Removal of Gas Tank at Compound

Motion Made by Sherry Moore

Seconded by Joanne Gaughan

Trustee Comment

Public Comment

Vote                      Yea    8            Nay    0

We have a Cub Cadet Mower that does not run. Decking equipment does not work, needs replacement. Estimated value is \$500 according to Joe Prisco. Motion to sell the mower, listing it at \$500 on Marketplace and Craigslist.

## Cub Cadet Mower - Not Running

Motion Made by Joe Prisco

Seconded by Joanne Gaughan

Trustee Comment

Public Comment

Vote                      Yea    8            Nay    0

Motion to accept offers for 30 days, stating so in the ad. This will give Sheree a definite timeline to find the best offer.

Motion Made by Russ Livermore

Seconded by Sherry Moore

Trustee Comment

Public Comment

Vote                      Yea    8            Nay    0

\*Public Comments: Bob Shortlidge states the ditch needs to be cleaned more than once per year. He also said the pipes under the bridges need cleaning in order to keep water flowing out.

\*Trustee Comments: Keith Rittscher stated grates and ditches need to be checked with Sheree to determine if a second cleaning is necessary of the ditch and if grates need to be cleaned out. Russ Livermore explained the park is limited to how much water can be sent to the Melbourne Tillman Canal, hence the smaller pipes.

Gaston Pelletier, Trustee and Secretary, is resigning from the Board of Trustees. He wants to spend some retirement time with his wife. Thank you Gaston for your service to the Trustees and the Park Residents.



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\*Comments were to be limited to agenda items only.

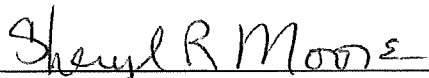
**ADJOURNMENT**

Motion Made by Sherry Moore

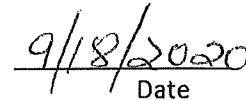
Seconded by Keith Rittscher

Vote                      Yea    8              Nay    0

Adjourned at 11:57 AM



Sheryl Moore – Asst. Secretary  
Board of Trustees

  
Date

*\*\*\*Reports referenced in Minutes may be accessed under "Manager Reports" and "Revenue and Financials" on our website "holidayparkfl.com" per Administrative Assistant.*